

ENROLLMENT SPECIALIST

The Enrollment Specialist is the first point of contact with our youth (Littles), families and volunteers (Bigs). In this position you'll use your interview skills to build rapport and engage with families who are looking to match their child with a mentor, and volunteers. Interviews are currently conducted through Zoom, however, will return to in person once they are permissible. To ensure safety of our Littles comprehensive references and background checks are conducted in this position.

We are looking for someone with a Bachelor's Degree in social services, human resources or related field and at least two (2) years of case management experience. You must be proficient in Microsoft Word, Outlook, & Excel, databases. You must be willing to travel 20 – 50% of time; have reliable transportation; valid driver's license; and vehicle insurance that meets the State's requirements.

This is a full-time benefit eligible position with starting pay from \$38,000 per year.

To be considered, please provide a cover letter and resume by January 21, 2022.

Click on this link to apply: [Enrollment Specialist](#)